

County Sports Partnerships Core Specification for Core Funding from Sport England April 2011 – March 2012

This section outlines the agreed core services that CSPs will make available to all 46 Sport England 2009-13 funded NGBs. It also outlines services that CSPs will provide locally for Sport England. There will be a consistency in the services delivered, however the format in which they are delivered will vary between CSPs.

Sport England will provide each CSP with £240k for the year April 2011 – March 2012 to support delivery of these services. £200k of this will be through the Core Funding Award with a further £40k for the addition of coaching services being made through the new single application process for CSPs.

The legal status of this specification and management arrangements are defined in the Core Services Award Documentation. It should be noted that the CSP's ability to deliver the services will depend, to some extent, on the information provided at the CSP level by the NGBs and SE.

This specification will be reviewed in advance of the new Core Services award for CSPs 2012 – 15.

There are 3 further documents that underpin the CSP Core Specification as follows;

The CSP Core Specification Interpretation Guide

This document provides a clear definition of the specification which sets out the minimum services which the NGBs and Sport England (SE) can expect from all 49 CSPs. Its purpose is to ensure consistent interpretations of the Final CSP Core Specification by Sport England Local Outreach Teams, 49 CSPs and 46 NGBs.

CSP Delivery Arrangements

Each CSP is required to complete this template outlining clearly what their arrangements will be to deliver the Specification for Core Services funding from Sport England. Formal approval from Sport England of these delivery arrangements is an award condition within the Specification for Core Services Offer and a process has been established to ensure consistency across all 49 CSP's

CSP Performance Measurement Framework

This document sets out the way in which Sport England will measure the effectiveness of delivery of the Core Services and the impact these have at local level. This is specific to Core Funding but also reflects the performance of CSPs across other funded programmes.

Business Objective 1 – Deliver cross sport services to meet NGB priorities

Deliverables – NGBs in receipt of required effective support at local level in line with the CSP Core Specification and their stated requirements

1.1 Connecting the NGBs to the CSP Area

- a. The CSP will gather and analyse detailed information concerning each NGB's priorities for the area i.e. what specific interventions the NGB is seeking to deliver locally and where they wish these to be delivered (This will be achieved through headline information provided by Sport England and one to one meetings with all NGBs that wish to work in the CSP area, at the request of each NGB).
- b. The CSP will signpost and introduce NGBs to key partners e.g. LAs within the area that will help the NGBs deliver their interventions. (The CSP will offer an effective first point of contact for NGBs approaching an area).
- c. The CSP will ensure that NGBs have access to groups of partners e.g. SDO networks, chief leisure officers (The role of the CSP may vary between servicing networks and acting as a signposting agency to local opportunities).

1.2 Club and Volunteer Development

CSPs will support the following areas to ensure alignment to local NGB need:

- a. Work with NGBs to identify their needs in terms of training and education to support clubs and volunteers
- b. Coordinate a programme of courses for clubs and volunteers to agreed standards. (Assess local need, administer course programme - delegates cover cost of attending)
- c. Engage and promote the resources to support club and volunteer development available on runningsports, including volunteer management, recruitment, retention and recognition
- d. Provide support to NGBs and the local sports infrastructure around funding and finance, including
 - a. Local funding opportunities that will help clubs and volunteers to access local education opportunities at reduced cost
 - b. Potential sources of funding and support for club and volunteer development
 - c. Communicate knowledge of opportunities to NGBs that wish to work in the CSP area
 - d. Support NGBs to signpost clubs to online guides, links to funding opportunities, links to runningsports guides on how to prepare funding bids.
- e. Ensure up to date knowledge of NGB clubs is in places across the CSP area and is accessible to the local community, through coordinated work with NGBs and other partners, including the location, offer and whether they are accredited.
- f. Engage local voluntary infrastructure including volunteer centres to support NGB volunteer and club needs
- g. Assist groups of NGB identified clubs to adopt best practice in volunteer management, engaging with the wider local volunteering infrastructure and developing a standard approach to promoting these opportunities.

1.3 Children and Young People

- a. To work in partnership with other local partners to help deliver the School Games and in particular be part of the level 3 organising committee.

1.4 Facilities

- a. Advocate for sport on schools sites (or at least have a mechanism for doing so) and help to identify school sites with facilities that are suitable to host NGB and community clubs
- b. Understand NGB facility requirements for the CSP area, (through the SE local outreach team and any facility strategy) and broker support for these through local opportunities for resources where these exist. (In relation to the role outlined in section 1.1 above)
- c. CSPs will have headline knowledge of Asset Transfer and CASC (Sport England will provide the training required to understand each area) and will be able to signpost partners to expertise where required

1.5 Investment

- a. CSP will support the following areas to ensure the achievement of NGB and Sport England targets:
- b. Respond to requests from Sport England on the merits and local fit of applications to sport national Lottery funding opportunities e.g. funding rounds and small grants. (CSPs to provide a first point of contact for Sport England to use where necessary) Inform local projects about potential Sport England National Lottery and Exchequer funding opportunities where they meet with funding requirements (Sport England will provide training for CSPs to assist in their understanding of all programmes)
- c. Have knowledge of, and be able to direct partners to, appropriate alternative funding sources to generate additional inward investment into sport. (CSP to be aware of local opportunities for funding that may fit with sport requirements).

1.6 Knowledge Management

- a. CSP will hold relevant information for the area regarding local partner plans, priorities and aspirations in order to reflect these as opportunities and issues to the NGBs. (Linked to the role identified in section 1.0)
- b. CSP will act as a broker to identify links between local partner plans, priorities and aspirations and NGB priorities for the area to maximise the opportunities for joint working. (Linked to the role outlined in section 1.0).

1.7 Data Management

- a. CSP will work with NGBs to help them utilise Active People and Market segmentation data at local level to further support any nationally agreed approach between Sport England and the NGB

Business Objective 2 – Develop and maintain the strategic alliances and local networks NGBs and SE need to drive delivery and secure resources

Deliverables – Sport England outcomes embedded within local practices, sustainable community, and other, strategies.

2.0 Strategic Networking

- a. CSP to act as an advocate for Sport England at a local level with stakeholders who can help deliver Sport England's Olympic and Paralympic Legacy plan 'People, Places, Play' and NGBs 2009-13 interventions and targets
- b. Work in partnership with the relevant Sport England local outreach team to agree an

approach towards local government work in the area

- c. CSPs should be an advocate of Sport England's core offer, the tools and resources within *Community Sport – in it for the Long Run*, and promote access and utilisation with all LAs and related stakeholders within their area. A joint approach with the local office enables consideration of more focussed activity.
- d. Share with the Sport England local outreach team relevant intelligence concerning Local Authority partners in their CSP area. This should include protecting existing investment in community sport and exploit new opportunities e.g. commissioning arrangements, new models of delivery, community budgets
- e. CSP to ensure there are appropriate local network arrangements in place to support the delivery of Sport England outcomes and NGB 2009-13 targets. As a minimum the following stakeholders need to be engaged; local authorities, facility operators, related leisure providers, sports facilities, voluntary sports clubs, HE/FE, equality partners and relevant young people sport networks.
- f. CSP to have knowledge of sport and NGB needs within the CSP area

Business Objective 3 – Deliver cross sport coaching services to meet local need

Deliverables – Effective local workforce in place to support delivery of NGB 09-13 plans

3.0 Coaching

- a. Support an increase in the number of qualified coaches within your CSP, based on the workforce development needs of an NGB
- b. Develop a local solution by which coaching data can be managed and coaches can be tracked to provide local intelligence reports back into NGBs/Sport England.
- c. Increase the number of NGB active coaches accessing needs led continuous 'professional' development opportunities.
- d. Facilitate the establishment of a Support Network for coaches within the CSP to provide a community of learning.
- e. Identify and promote funding schemes/grants that will aid local coaches in obtaining CPD opportunities at a reduced cost.
- f. Create a pathway from the Leaders programme into entry level coaching opportunities
- g. Support coaches seeking to increase their coaching by promoting the availability of local coaching opportunities within your CSP area.
- h. Provide employment and deployment guidance to coaching providers operating within the CSP area

Business Objective 4 – Manage and operate the CSP, ensure sound governance, audit and compliance

Deliverables – Effective CSP that operates a strong sub-regional partnership for sport delivering against the outcomes of the core funding specification

4.0 CSP Operations

- a. CSP to have an independent (wider than single partner control) and effective board/decision making processes and agreed governance arrangements.
- b. Comply with the Sport England governance requirements as negotiated and agreed with CSPN and detailed in the award letter and interpretation guide

- c. Manage Sport England funding in compliance with award conditions and following the principles for managing public money (see http://www.hm-treasury.gov.uk/psr_mpm_index.htm)
- d. Cooperate in an on site audit of governance if requested by Sport England (will apply to a small sample of CSPs only)
- e. 'Having achieved all levels of the Safeguarding Standards CSPs will be required to ensure that this work is maintained and embedded in their organisation reflecting the new safeguarding framework. This will include the completion of a self assessment, informing a safeguarding implementation plan, using the ongoing support of the Child Protection in Sport Unit
- f. Equality standard – CSPs should achieve and maintain the foundation level of this standard.